

# DCC

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**Danville Community College**

## **Board Manual**



**Prepared by the Office of the President**

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Danville, VA 24541  
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<http://danville.edu>**

**Updated February 2022**



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# DCC BOARD MEMBERSHIP

## CITY OF DANVILLE

Ms. Sheila Baynes  
July 1, 2021 - June 30, 2025\*

Mr. Robert David  
July 1, 2020 - June 30, 2024

Ms. Toshia Fitzgerald Waller  
July 1, 2020 – June 30, 2024

## PITTSYLVANIA COUNTY

Ms. Ann Cassada  
July 1, 2019- June 30, 2023

Ms. Barbara Brown  
August 22, 2018 - June 30, 2022

Mr. John Mead  
July 1, 2019 – June 30, 2023\*

## HALIFAX COUNTY

Mr. Carlyle Wimbish  
July 1, 2021 – June 30, 2025\*

Mr. Kevin Shotwell  
July 1, 2019 – June 30, 2023

Ms. Kathryn Roberts  
July 1, 2018 – June 30, 2022\*\*

*\*Second Term*

*\*\*Completing second term of Mr. Matt Leonard*



# COLLEGE BOARD MEETING SCHEDULE

**2021 - 2022**

September 2003 the Board approved a revised meeting schedule to include four meetings per year: the third Monday of March, June, September, and November with the possibility of scheduling on an as-needed basis another meeting (may be conference call).

September 20, 2021

November 15, 2021

March 21, 2022

May 14, 2022 (*Graduation*)

June 20, 2022

## VISION STATEMENT

Danville Community College will be the college of choice in our region for exemplary educational programs and services.

## MISSION STATEMENT

Danville Community College is committed to providing quality comprehensive higher education and workforce programs and services to promote student success and to enhance business and community development.

## COLLEGE GOALS

The seven goals of the College are:

1. **Educational Programs:** DCC will provide quality credit and non-credit educational programs and instruction.
2. **Faculty and Staff:** DCC will have an excellent and diverse faculty and staff.
3. **Academic and Student Services:** DCC will provide quality services to assist students in achieving their academic and personal goals.
4. **Educational Environment:** DCC will have facilities, equipment, and technology that enhance an effective learning environment.
5. **Outreach Programs:** DCC will have a comprehensive outreach program.
6. **Community Relations:** DCC will foster effective partnerships.
7. **Resources:** DCC will obtain and use resources to achieve its mission and goals.



## **1.0 Community College Board**

(The following topics related to the College Board are taken from the *Virginia Community College System Policy Manual*.)

### **1.1 General Statement**

The community college board shall act in an advisory capacity to the State Board for Community Colleges and shall perform such duties with respect to the operation of a single comprehensive community college as may be delegated to it by the State Board. The community college board shall be known as the Danville Community College Board and may be called the college board.

### **1.2 Local Community College Board**

#### **1.2.1. Local Board Meetings**

All Board meetings shall be open to the public, except where a closed meeting is authorized by Section 2.1-344 of the Virginia Freedom of Information Act and the Board convenes and adjourns the closed session in the manner provided by said Section.

#### **1.2.2 Minutes of Meetings**

Community college presidents shall forward a draft copy of all local college board minutes to the Chancellor within fourteen (14) working days following the meeting. Approved copies of local college board minutes shall be forwarded to the Chancellor upon approval by the local college board. Any additions or corrections to the draft minutes reflected in the approved minutes shall be noted.

### **1.3 Appointment of Local College Board**

- a. A minimum of nine persons shall be appointed to the college board and shall include at least one person from each political subdivision sponsoring the college. Generally, the maximum number of persons on the college board shall not exceed fifteen persons.

- b. Each local political subdivision sponsoring the community college shall appoint its board members as allocated by the ad hoc committee within the guidelines of the State Board.
- c. The members of the college board shall be residents of the region to be served by the community college and shall include persons from various businesses, industries, and professions in the region being served by the community college. No elected members of either the General Assembly or of a local governing body shall be eligible to serve on the college board; however, elected town officials shall not be prohibited from serving on a college board so long as such town is not a participating political subdivision sponsoring the college. Additionally, no former full-time employee of the community college shall be eligible to serve on the college board. Local college board members serving as of March 2007 who were former full-time employees of the community college would be eligible to serve out the remainder of their current term and be eligible for one additional consecutive term. All members of the college board shall be deemed members at large charged with the responsibility of serving the best interests of the whole region being served by the community college.
- d. All appointments shall be for a period of four years and shall become effective on July 1 of the appropriate year (*even though the first meeting of the college board is held in a month other than July*). No person having served on the community college board for two successive four-year terms shall be eligible for reappointment to the college board for two years. However, a person appointed to fill an unexpired term may be reappointed for two additional four-year terms.
- e. Failure to attend meetings of the college board shall constitute cause for the removal and replacement of a college board member. The community college board shall make this determination, and if it is determined that it is in the best interest of the college to have a replacement, the college board shall notify the appropriate sponsoring political subdivision of the need for a replacement.

## **1.4 Reappointments and Vacancies**

- a. When the term of office of a college board member expires, the appropriate local political subdivision shall either reappoint the member or appoint a new member. If the member whose term of office has expired is eligible for reappointment, that member shall continue in office until reappointed or a successor named. A member who is not eligible for reappointment shall discontinue service on the college board at the expiration of the term.
- b. Whenever a vacancy occurs on the college board, the appropriate political subdivision shall appoint a person to fill the unexpired term of the member creating the vacancy.

## **1.5 Reallocation of College Board Membership**

In the event that any local political subdivision wishes to reallocate the positions on a college board because of changing conditions, it shall notify the community college board and the State Board in writing of its desires and reasons for change. The same procedure used to establish the original ad hoc committee shall be instituted to establish an hoc committee to determine the number of members on the community college board and the allocation of these members among the local political subdivision(s) sponsoring the college.

## **1.6 Distribution of Representation**

The college board membership distribution should be representative of the industries, businesses, and professions which are located in the service area of the college. To ensure an appropriate membership distribution representative of the service area, the State Board established the list of employment categories shown in Table 2A-1 (*see Appendix 2*) to assist and guide the College Board Chair and local government jurisdictions in this selection and appointment process. The President and College Board Chair should work closely with the local jurisdictions in order to maintain a membership distribution representative of the college service area.

## **1.7 Duties and Responsibilities**

A college board shall perform such duties with respect to the operation of a community college and may be delegated to it by the State Board. In general, a college board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board. The specific duties of a college board member include:

- a. The college board shall elect a chair and other such officers from its membership as it deems necessary and shall adopt such rules and regulations as are considered necessary to conduct its business in an orderly manner.
- b. The college board and the members thereof shall serve as channels of communication between the State Board and the governing bodies of the political subdivisions.
- c. The college board shall submit its recommendations to the State Board for a name for the community college and each campus of a multi-campus college. In the name of each community college shall be included the phrase "Community College." The college board shall be authorized to provide names for any facilities on the college campus. *See Appendix 8 for DCC policy for Naming Facilities.*

Each college shall adopt policies regarding the naming of major facilities on its campus(es). The policies may provide for naming on the basis of significant service, but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.

A current copy of the policy should be provided to the Office of Facilities Management Services.

Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local college board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility.

- d. The college board shall provide recommendations to the State Board on the development of the site plan and on the design and construction of facilities for the community college.
- e. The college board shall participate with the Chancellor and the State Board in the selection, evaluation, and removal of the president of the community college in accordance with procedures adopted by the State Board.
- f. The college board shall participate with the college president, the Chancellor, and the State Board in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board. In that context, a college of statement of purpose shall be developed by the college community. It shall be approved by the college board and reviewed and approved by the Chancellor on behalf of the State Board. This statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college. *(See page v for the current DCC mission statement.)*
- g. The college board shall be responsible for eliciting community participation in program planning and development, establishing local citizens' advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- h. The college board shall review all new curricular proposals for the community college and shall recommend those proposals that it supports to the State Board. It shall also review proposals for the discontinuation of programs and shall communicate its recommendations on such proposals to the State Board
- i. The college board shall oversee the development and evaluation of the community service program for the community college and may authorize the president to grant an "award of completion" to a person successfully completing an approved non-credit program.
- j. The college board shall be kept informed of the fiscal status of the college by the college president and shall receive summaries of the biennial financial plan and the annual spending plans.

- k. The college board shall review and approve a detailed local funds budget for the community college as prepared by the college president within State Board guidelines and shall submit this proposed budget to the State Board for review at the time of its submission to the local political subdivisions. In addition, the college board shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board for Community Colleges at the end of the fiscal year.
- l. The college board shall be responsible for reviewing and approving local regulations on student conduct developed by the college president within the guidelines of the State Board.
- m. The college board shall be responsible for the review and approval of a budget prepared by the college president for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund within the guidelines established by the State Board. The college board shall be responsible for reviewing and approving periodic reports of revenues and expenditures within these funds.
- n. The college board shall be responsible both for reviewing reports of audit and for reviewing the college president's response to those reports of audit.
- o. The college board shall be informed of personnel matters by the college president.

## **1.8 Contact with the State Board for Community Colleges**

Any college board or its authorized representative may appear before the State Board simply by notifying the secretary to the State Board of its request no later than fifteen (15) days prior to the next regularly scheduled meeting of the State Board so that this matter may be put on the agenda.



## **2.0. Danville Community College Board**

### **2.1 Composition of the Board**

The board shall consist of nine (9) members. The City of Danville, Pittsylvania County, and Halifax County shall have three (3) representatives each. The members are appointed by the governing bodies of the areas they represent.

### **2.2 Compensation of Board Members**

- a. Members of the college board shall receive no salaries.
- b. Members of the board will be reimbursed at the allowable rate set by the Commonwealth for official travel to and from meetings and other official functions required by the board. Travel outside the area served by Danville Community College will be reimbursed only if authorized by the board.
- c. If any official meeting or official engagement of the board necessitates a meal being served during the time that the board member is on official college business, the board member will be reimbursed for the cost of the meal.
- d. Members will be reimbursed for other direct costs incurred in the execution of their duties as members of the board.
- e. Reimbursement to members for the above items shall be upon proper vouchers from funds in the local M & O budget when available. When local funds are not available, reimbursement may be made from the State M & O budget.

### **2.3 Officers of the Board**

- a. The elected officers of the board shall be a chairman and a vice chairman.
- b. The elected officers of the board shall be elected annually at the regular meeting of the board in June. The term of office shall be for one year. Incumbent officers shall be eligible for re-election.

- c. The college president shall serve as secretary to the board.
- d. Officers of the board may be removed from office by a vote of two-thirds of the total membership of the board.

## **2.4 Meetings of the Board**

- a. Regular meetings of the board shall be held at 5:30 p.m. on the third Monday of March, June, September, and November with the possibility of scheduling on an as-needed basis another meeting (*may be conference call*). The location of the meeting may be rotated between the Board Room (Wyatt 208) and facilities in the service region.
- b. Special meetings of the board shall be held at the call of the chairman or upon petition of a simple majority of the members of the board.
- c. A simple majority of the members of the board shall constitute a quorum for all purposes, except as otherwise specified herein.
- d. All Board meetings shall be open to the public, except where a closed meeting is authorized by Section 2.1-344 of the Virginia Freedom of Information Act and the Board convenes and adjourns the closed session in the manner provided by said Section.
- e. The president, as secretary to the board, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the board. The typed minutes of each meeting shall be considered, corrected if necessary, and approved at the next regular meeting. The minutes shall be signed by the secretary to the College Board who is the College President.



## **3.0 PRESIDENT** *(from VCCS Policy Manual)*

### **3.1 Responsibilities of the President of the College**

The President is responsible to the Chancellor of the Virginia Community College System for organizing and operating the community college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges, and the Virginia Community College System. Specific responsibilities of the President are:

- a. providing principle-centered leadership and supervision for the community college including:
  - i. occupational technical education, college transfer education, general education, and developmental education;
  - ii. continuing education, workforce education, and community services;
  - iii. student access and student services, including counseling programs, student admissions and records, financial aid, disability services, and student activities;
  - iv. budget planning and fiscal management;
  - v. management and development of all campus sites and facilities, and technology;
  - vi. recruitment, selection, and professional development of the college's human resources, and;
  - vii. serving as secretary to the Local College Board.
- b. assuming responsibility for student enrollment growth relative to the growth of the college's service area;
- c. developing effective regional and community relations with other organizations and individuals for the benefit of the college and community;

- d. providing leadership for institutional resource development including serving as institutional liaison to the foundation and active involvement in fundraising, grants, gifts, and other resources;
- e. serving as legislative advocate for the college and the Virginia Community College System;
- f. leading an institutional effectiveness program for the purpose of continuous improvement;
- g. representing the college at appropriate local, state, and national events;
- h. maintaining an active program of professional development;
- i. serving as a member of the VCCS Advisory Council of Presidents to study, analyze, and recommend policies and procedures to the Chancellor in the areas of budget and finance, human resources, technology, and academic and student affairs, public and governmental affairs, workforce development, and
- j. supporting the work of the Virginia Community College System by actively participating in events and initiatives as requested by the Chancellor.

## **4.0 GENERAL POLICIES**

### **4.1 Reaffirmation of All Motions and Decisions of Predecessors**

The board reaffirms all motions and decisions previously made, said motions and decisions to remain in effect until rescinded.

### **4.2 Affirmative Action/Equal Opportunity College**

The college does not illegally discriminate on the basis of race, color, religion, national origin, political affiliation, sex, age, or

handicap, in violation of Section 504 of the Rehabilitation Act of 1973, as well as the American Disabilities Act, or other non-merit factors and complies with the Civil Rights Act of 1964.

All Board meetings shall be open to the public, except where a closed meeting is authorized by Section 2.1-344 of the Virginia Freedom of Information Act and the Board convenes and adjourns the closed session in the manner provided by said Section.

### **4.3 Intellectual Property Policy**

Danville Community College adheres to the policies of the Virginia Community College System (VCCS) relative to intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of the VCCS. The policy is found in the *VCCS Policy Manual*, Section 12, Intellectual Property, (<http://www.boarddocs.com/va/vccs/Board.nsf/Public#>), and a printed copy is available in administrative offices, division offices, the office of the Director of Student Development and Enrollment management, and the Whittington W. Clement Learning Resources Center.

The Vice President of Academic and Student Services and the Vice President of Financial and Administrative Services are the two individuals who are responsible for administering the intellectual property policies for Danville Community College. Any questions or issues arising in the academic and student support services program area are the responsibility of the Vice President of Academic and Student Services. Questions in any other area of the college (e.g., Information Technology) fall under the Vice President of Financial and Administrative Services and are addressed by that officer. Should a faculty member, staff member or student question the decision of either one of these administrative officers, a campus committee, comprised of the two vice presidents and a faculty member selected by the Faculty Steering Committee, will hear the question concerning the administration of the intellectual property policy. Should there be an appeal beyond the three-member committee, the college President will refer the issue to the Attorney General's office, specifically the Assistant Attorney General who advises the Virginia Community College System.

## 5.0 CURRICULAR-RELATED POLICIES

### 5.1 Instructional Programs

- A. All proposed instructional programs shall be reviewed and approved by the board for recommendation to the State Board for Community Colleges. (See Attachment 1—Approval Procedures for New Curricula and Programs.)
- B. Approval of courses and course content, within an approved instructional program, is delegated to the president.

### 5.2 Local Curriculum Advisory Committees

Local advisory committees must be consulted for the establishment and review of all career/technical degree and stand-alone certificate programs. These committees shall be appointed by the community college president with the approval of the local college board.

## 6.0 FISCAL POLICIES

### 6.1 Fiscal Year

The college operates as a state agency on the fiscal year beginning July 1 and ending June 30.

### 6.2 Formula for Fiscal Support of the College by the Local Jurisdictions

The college support comes from the city of Danville and the counties of Halifax and Pittsylvania. A formula is used to establish local fund support annually. The formula utilizes the student headcount from each jurisdiction for the preceding fall semester to determine the dollar allocation.

This is done each November at the time the local college board budget is prepared. This budget is then reviewed and approved by the local college board in December and is sent by the College Board Chair to the jurisdictions in January. This provides the request to the

jurisdictions as they prepare budgets in February and March each year. Statements for the budget request are mailed to the jurisdictions in early July at the beginning of the fiscal year.

### **6.3 Local Community College Funds (from 4.2.2, VCCS Policy Manual)**

- a. Local funds may be established by the colleges and the System Office of the VCCS. These funds shall derive their revenue from enterprise activities, contributions of local political sub-divisions, contributions of educational foundations, other direct contributions to the community college or the System Office, and from interest earned on the investment of these funds. Expenditures of the funds may be made for the benefit of the college's operation, development and construction of facilities. The State Board may establish for the Chancellor and the College Board may establish for its President a discretionary local funds account to support the activities and obligations of those respective offices. Local funds are public funds and subject to all laws, rules, and policies appropriate to public funds including the requirement that public funds of more than \$500 per year may not be disbursed or transferred to college foundations for any purpose with the exception of the annual college donations to the Virginia Foundation for Community College Education to support the Chancellor's discretionary fund. For instance, procurement of goods or services with local funds, including contributions from supporting foundations, must follow State procurement rules. Likewise, capital outlay projects funded with local funds are not exempt thereby from the State and State Board approvals.
- b. Management of the local funds shall be the responsibility of the local board and the college administration in the case of the colleges, and of the State Board and the System Office administration in the case of the System Office. All activities within the local funds, including discretionary funds accounts, shall be within the limits set through budgets prepared by the college administration and approved by the local board, or by the System Office administration and approved by the State Board in the case of the System Office local funds. Contributions by political sub-divisions shall be based on a formula agreed to by the local college board and the political sub-divisions. Local

funds budget expenditures shall be reviewed at least annually by the respective board.

- c. Full financial reports and other reports as deemed necessary shall be prepared in accordance with the regulations promulgated by the Chancellor, and these reports and other such reports as required from time to time shall be submitted to the VCCS Comptroller's Office as requested. The VCCS Comptroller's Office shall combine these reports and make an annual report to the State Board and local boards. All activities of the local funds shall be subject to audit by the VCCS Internal Auditor and the Auditor of Public Accounts (State Auditor). The State Board reserves the right to approve or disapprove any local fund activity.
- d. Fund accounting principles shall be applied to set forth results of operations and ensure contributions and revenues generated are administered in accordance with the conditions in which they were given or generated.
- e. Local bank accounts shall be established to transact the business of the local funds. These accounts shall be in the name of the college or the VCCS, and not the State Treasurer. Individual funds should be combined into single bank account to the greatest extent allowable given the college's requirements for convenience of deposit and other functions related to banking, with the exception of federal government financial aid and other grant funds which shall be deposited in accordance with federal regulations. Funds deposited in the local bank account(s) shall be in compliance with the requirements of the Virginia Security for Public Deposits Act, Chapter 23 of the Code of Virginia.
- f. Investment of idle local funds is encouraged. Amounts available for investment from various local funds may be pooled in order to maximize investment return. Interest earned on pooled principle may be prorated, as earned, to the individual fund based on the relative ratio of individual funds contribution amount to the total pooled amount. Interest earned by the various funds may be transferred, as approved in the local funds budget, to other local funds for scholarships, general use, student activities, etc., so long as it benefits the operation of the colleges as defined by this Section.



Each college shall develop and implement an investment policy covering, as a minimum, the institutional objectives, authorized investments and credit quality, diversification, maturity limitations, divestiture, and safekeeping policies; and is encouraged to use as a guideline the policies set forth in the Local Government Investment Pool Investment Circular and any successor publication issued by the Commonwealth of Virginia Department of the Treasury. Investment vehicles are limited to those allowed under Chapter 18, Sections 2.1-327 and 2.1-328 of the Code of Virginia.

- g. Enterprise fund activities shall be self-supporting. Auxiliary enterprises shall be charged for services rendered by the Educational and General Programs.
- h. Student activities supported in whole or in part by local funds or student activity fees must be subject to the same controls as other local fund operations. Campus organizations recognized by the college which are not supported in whole or in part by local funds or student activity fees, but which collect and disburse funds on a continuing basis, shall be required to conduct those transactions within the local funds if the college administration deems it in the best interest of the college and/or the individuals of the organization.

### **6.3.1 Local College Funds**

Funds under the jurisdiction of the local college board include local funds and the bookstore fund.

## **6.4 Tuition and Fees**

Tuition for all community colleges is established by the State Board for Community Colleges. Other fees charged by the College, such as student activity fees, lab fees, or parking fees require review and approval of the local College Board prior to submission to the State Board.

## **7.0 PERSONNEL MANAGEMENT**

### **7.1 Classified Personnel**

The College classified personnel shall be administered under the rules for administering the Virginia Personnel Act of 1942, as amended. The College President is responsible, as institution head, for approval of appointment and dismissal actions.

### **7.2 Faculty**

The College faculty personnel shall be administered under the auspices of the State Board for Community Colleges Professional Employee's Appointment Policies. The College President is responsible for approval of appointments, dismissals, and non-reappointments of non-tenured faculty personnel. The process for suspension and termination of tenured faculty is defined by the current tenure, condition of employment and appeal procedure policies adopted by the State Board for Community Colleges.

### **7.3 Part-Time Employees**

The College employs part-time employees in all areas of the College. Part-time faculty are employed to teach on a temporary basis and are called lecturers. They are paid on a semester hour rate for the number of hours they instruct. Part-time employees are used in classified positions where needed and paid on an hourly rate. Students are employed by the College both as College Work-Study Students (80 percent of funding provided by federal funds) and student employees (State funding). Part-time employees are not eligible for employee benefits afforded full-time employees.

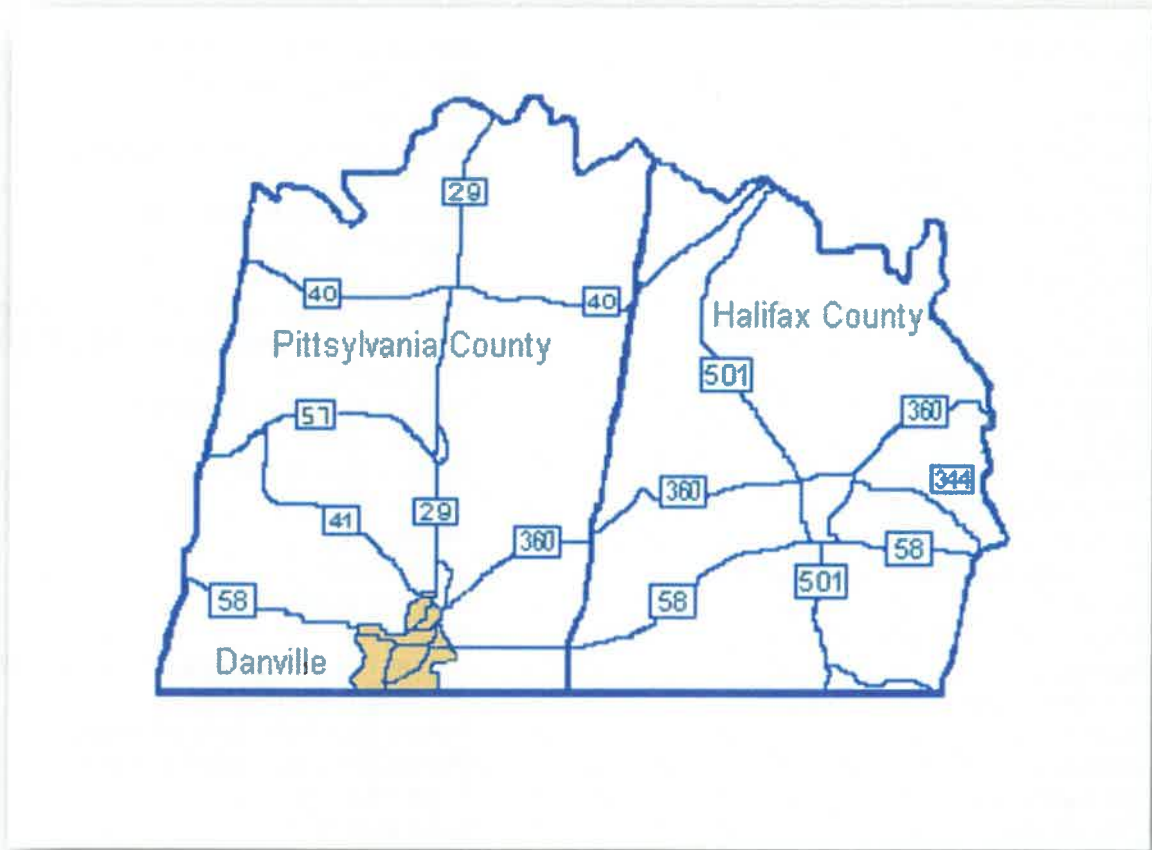
### **7.4 Contractual**

The College may employ personnel on a contractual basis as determined appropriate by the College Board and subject to approval of the Virginia Community College System and other State agencies.



# APPENDIX 1

## DCC Service Region



*Population of Danville: 43,055*

*Population of Pittsylvania County: 63,506*

*Population of Halifax County: 36,241*

***Total Population of Service Region: 142,802***

# APPENDIX 2

<http://www.boarddocs.com/va/vccs/Board.nsf/Public#>

**Table 2A-1**

## **CATEGORIES for COMMUNITY COLLEGE BOARD MEMBERSHIP**

Agriculture	Machinery & Equipment
Air Conditioning & Heating	Meat, Dairy, Poultry & Fish
Allied Health	Products
Aluminum	Medical Equipment & Supplies
Architect	Medicine
Associations - Public Service	Metal, Mining & Refining
Associations - Trade	Military Personnel
Automobile Industry	Mineral Oil Industry
Beverages	Musical Instruments & Merchandise
Broadcasting Service	Office Appliances, Equipment, & Building
Materials	Stationery
Business Service	Optical Goods & Services
Chemical Industry	Osteopathy
Clothing Industry	Paints, Oils, & Decoration
Coal Industry	Paper Industry
Communication Service	Pharmacy
Construction Service	Photography
Dentistry	Plastics Industry
Dry Goods & General Merchandise	Plumbing
Education	Power Production Equipment & Electrical Supplies
Industry & Electronics	Printing & Publishing
Engineering	Public Relations & Advertising
Entertainment	Public Utilities and/or Service
Exhibitions	Pure Science
Finance	Real Estate
Fire Fighting & Prevention	Recreation
Firearms & Explosives	Refrigeration
Food Industry	Religion
Funeral	Retired
Furniture & Home Furnishings	Rubber Industry
Gas Industry	Ships & Nautical Equipment
Glass Industry	Shoe Industry
Government	Stone Industry
Hardwar	Storage
Homemaking	Textile Fibers
Horticulture	Tobacco Industry
Hotels, Resorts, & Restaurants	Transportation
Institutions & Hospitals	Vehicle Industry
Insurance	Veterinary Medicine
Iron & Steel Industry	Wood Industry
Jewelry	
Laundry, Cleaning and Dyeing	
Law	
Law Enforcement	

## APPENDIX 3



Virginia's State Board for Community Colleges has adopted *Opportunity 2027*, a Strategic Plan that will guide Virginia's Community Colleges over the next six years. The plan goes into effect July 1, 2021, and has this over-arching goal:

*Virginia's Community Colleges will achieve equity in access, learning outcomes, and success for students from every race, ethnicity, gender, and socioeconomic group.*

### Why This Plan?

In response to the COVID-19 pandemic and the social justice movement inspired by the death of George Floyd and others, and its own challenges in serving Virginians of color, the Virginia's Community College System created *Opportunity 2027*, a new six-year strategic plan laser focused on eliminating equity gaps across its 23 institutions.

The plan addresses program delivery modalities, teaching and learning practices, remote services, integrated student supports, funding and financing of colleges, and the future of work. The task force that created the plan examined disaggregated data to inform goals, strategies, and metrics for the six-year plan. The numbers revealed deep inequities in how students are supported as they enroll in and complete their education. For example, even though Black students are our second largest student population,

- Only a third of Black students who apply to one of our colleges enroll.
- In the last five years, Black student enrollment declined by more than 12,000 students.
- Only one out of five first-time, full-time Black students completed a community college credential or degree of any type in three years.
- Fewer Black students are graduating today from Virginia's Community Colleges than did just five years ago, despite increasing graduation rates for all other historically minoritized groups across all our colleges.

Those and other facts underscore the urgent need to address the impact of systemic racism on student achievement. In doing so, we seek to close equity gaps and expand access to opportunity to all Virginians.

# APPENDIX 4

## DCC 2021-2023: Do. Create. Collaborate

### Our Mission

Danville Community College is committed to providing quality comprehensive higher education and workforce programs and services to promote student success and to enhance business and community development.

### Our Vision

DCC will be the college of choice in our region for exemplary educational programs and services.

### Our Values

I am DCC.

**Innovation:** We value innovative thinking, improving processes, and implementing new ideas for success.

**Accessibility:** We provide access to ensure that all students are able to participate in and benefit from learning opportunities.

**Momentum:** We meet people where they are, create a supportive learning and working environment, and help them to identify goals and develop a clear path to success.

**Dignity:** We foster a culture of diversity, equity, and inclusion that welcomes and respects everyone for who they are and who they will become.

**Courage:** We courageously take initiative and action to continuously improve and stand up for what's right with integrity.

**Commitment:** We are dedicated to assisting our students, partners, and employees to reach their full potential.

## 2021-2023 DCC Strategic Priorities

- Strategic Priority 1: Student Success
- Strategic Priority 2: Advancing Excellence
- Strategic Priority 3: Resource Development
- Strategic Priority 4: Diversity, Equity, and Inclusion

## Strategic Planning Framework

**Plan:** Align initiatives throughout DCC with our strategic plan. College-wide, departmental, and committee plans and goals will align to maximize impact. Planning on an annual basis, with continuous

## APPENDIX 5

### 1090 Approval Procedures for New Curricula and Programs (From DCC Policy Manual)

The program faculty and Division Dean who are submitting a new curriculum or program to Danville Community College for approval will complete the following steps. The materials appropriate for each step will become a part of the documentation for Danville Community College, the Virginia Community College system (VCCS), the State Council of Higher Education for Virginia (SCHEV), and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

1. Each new curriculum or program will be submitted to the appropriate Lay Advisory Committee. The submission shall include a needs assessment and background information in addition to any other material relevant to the Lay Advisory Committee's approval. Lay Advisory Committee minutes showing approval must be forwarded to the Vice President of Academic and Student Services. The approved minutes will become a part of the documentation for SACS.
2. A Lead Faculty Member will be identified for each submitted program. This faculty member will be identified in the Documentation for the College Curriculum Committee. When possible, a program faculty roster, including faculty credentials and experience, will be submitted with the Lead Faculty Member information.
3. Each curriculum and program will be submitted to the College Curriculum Committee for approval. The submission will include all documentation required by the Virginia Community College System (VCCS) for program and curriculum approval. The proposal is to include background statements, the needs assessment results, a program budget, and a completed VCCS Form 102 with supporting materials. *(See VCCS Policy Manual, Section 5.5.2, Review of Programs, as well as DCC Form 102A.)*
4. The completed, approved proposal will be presented to the DCC College Board for action. The resulting College Board decision will be recorded in the College Board minutes and become a part of SACS documentation.
5. The VCCS Form 102 for degree programs, certificates, and diplomas will be submitted to the Virginia Community College System for review and approval. For Career Studies Certificates, notification to the VCCS is required. For degree programs, certificates, and diplomas, VCCS approval is required.

adjustments, will allow us to focus on gaps in our goal achievement and shift to address disruptions or trends that make change important.

**Evaluate:** Measure what matters to our success. While our Key Performance Indicators are slower to show progress than other measures and are influenced by many factors, they demonstrate if we are meeting our mission of providing quality comprehensive higher education and workforce programs and services to promote student success and to enhance business and community development. Annual student achievement measures help us know if we are on the right track and where we need to adjust. Other performance indicators collectively display a snapshot of DCC and provide additional opportunities to determine if our initiatives are working and where we need to increase focus.

**Track:** Provide accessible and transparent information. Using a technology platform called Anthology Planning, departments will submit goals and updates regarding the strategic plan. This comprehensive system will allow accessible and transparent information which will help the College further collaborate on activities, better communicate with stakeholders, track completion, and provide information to decision-makers regarding where funding has the most impact.

6. Degree program documents will be forwarded by the VCCS to the State Council of Higher Education for Virginia (SCHEV) for approval. SCHEV is also notified of certificate and diploma programs that are approved by the VCCS. All VCCS and SCHEV approval notifications will be included in SACS documentation.
7. Curriculum and program notification will be sent to SACS after College Board approval and submission to the VCCS. The notification will include the proposed program background and needs assessment. If SACS deems the proposal to be a “substantive change” and a prospectus is necessary, all documentation from the approval steps will be submitted as a part of the prospectus.
8. Any necessary documentation for additional accrediting organizations will be submitted and approval notifications will become a part of the program approval documentation.

**Approved by DCC Curriculum Committee 9/17/09**

**Approved by College Board 9/21/09**



**DANVILLE COMMUNITY COLLEGE**  
**PROCEDURES FOR INITIATING NEW PROGRAMS**  
*(including certificates, diplomas, and degrees)*

Proposed Program/Curriculum Title: \_\_\_\_\_

	Submission Date	Approval Date	Approval Signature
Lay Advisory Committee			
Lead Faculty Member			
College Curriculum Committee			
College Board			
Virginia Community College System (VCCS)			
State Council of Higher Education for Virginia (SCHEV)			
Southern Association of Colleges and Schools Submission (SACS)			
Other Required Accrediting Bodies <i>(when applicable)</i>			
Comments			

**NOTES:**

1. All new instructional programs must comply with the policies and procedures of the VCCS, SCHEV, and, when applicable, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). See also Section 1070 of the *DCC Policy Manual*, and the *College Board Policy Manual*. All program submissions must reflect the following:
  - a. Minutes of the appropriate committee (*i.e., Lay Advisory Committee, Curriculum Committee, and others as applicable*) to confirm recommendations and approval.
  - b. Completion of the appropriate procedures and forms in accordance with the College, VCCS, and SCHEV. If the program constitutes a Substantive Change (*based on prior notification to SACS*), a prospectus will be required.
2. Upon approval by the College Board and submission to the VCCS, notification must be submitted to the Commission on Colleges of the Southern Association of Colleges and Schools within forty-five (45) days of College Board approval.



# APPENDIX 6

## DCC GENERAL EDUCATION GOALS

1. **Civic Engagement** is the ability to contribute to the civic life and well-being of local, national and global communities as both a social responsibility and a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society.
2. **Critical Thinking** is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.
3. **Professional Readiness** is the ability to work well with others and display situationally and culturally appropriate demeanor or behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.
4. **Quantitative Literacy** is the ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret and use numerical and quantitative information in a variety of settings.
5. **Scientific Literacy** is the ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.
6. **Written Communication** is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.,

Approved by DCC Curriculum Committee October 30, 2018.

## APPENDIX 7

### NAMING OF COLLEGE FACILITIES AND PROPERTIES

Danville Community College is grateful to individuals, organizations, businesses, and industries who invest in the College's physical plant, its instructional and academic support programs, and student services such as scholarships. To recognize those who make extraordinarily generous gifts and contributions to the institution, the College Board reserves the right to name buildings and other areas of the campus in honor of a donor or contributor. In accordance with the policies of the State Board for Community Colleges relative to the naming of facilities and properties (see below), the College will adhere to the following guidelines:

#### **Naming Guidelines:**

1. For the naming of specific buildings or areas of buildings, the Board will employ the following:
  - a. Naming a building--a minimum of a \$500,000 gift (or an equivalent contribution),
  - b. Classrooms, laboratories, wings of buildings--a minimum of a \$50,000 gift (or an equivalent contribution),
  - c. Office--a minimum of a \$25,000 gift (or an equivalent contribution),
  - d. Grounds/parcels/other parcels on the campus--a minimum \$25,000 gift (or the equivalent),
  - e. Other memorials or honors which the Board may deem appropriate.
2. The recommendation should be made to the President of the College.

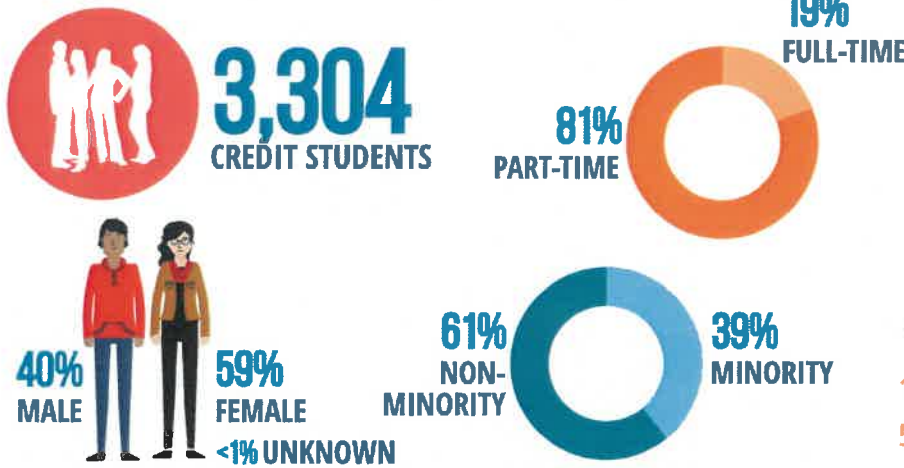
*State Board for Community Colleges Policy, approved November 15, 2007: "EACH COLLEGE SHALL ADOPT POLICIES REGARDING THE NAMING OF MAJOR FACILITIES ON ITS CAMPUS(ES). THE POLICIES MAY PROVIDE FOR NAMING ON THE BASIS OF SIGNIFICANT SERVICE, BUT SHOULD ALSO PROVIDE INCENTIVES AND RECOGNITION FOR PRIVATE SECTOR GIVING TO SUPPORT THE COLLEGE. RECOGNITION FOR PRIVATE SECTOR GIVING SHOULD TYPICALLY OCCUR AFTER THE GIFT HAS BEEN RECEIVED RATHER THAN ON A PROSPECTIVE BASIS. INDIVIDUALS ARE NOT ELIGIBLE FOR THIS AWARD IF CURRENTLY EMPLOYED AT THE COLLEGE OR ELSEWHERE WITHIN THE VIRGINIA COMMUNITY COLLEGE SYSTEM, SERVING ON THE LOCAL COLLEGE BOARD, OR SERVING ON THE STATE BOARD FOR COMMUNITY COLLEGES. A SEPARATION FROM SUCH EMPLOYMENT OR SERVICE OF AT LEAST ONE MONTH IS A PREREQUISITE FOR ELIGIBILITY. A CURRENT COPY OF THE POLICIES SHOULD BE PROVIDED TO THE OFFICE OF FACILITIES MANAGEMENT SERVICES."*

# APPENDIX 8

## DCC FACT SHEET

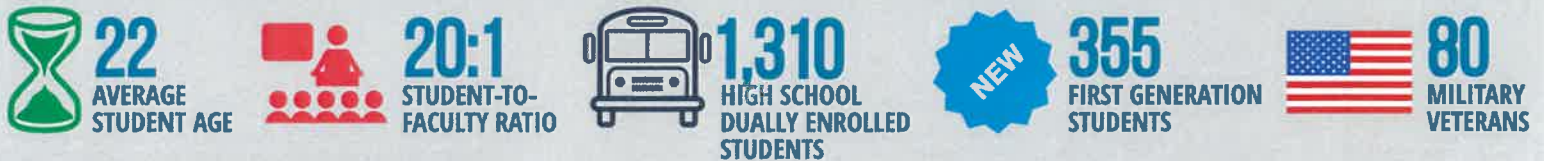
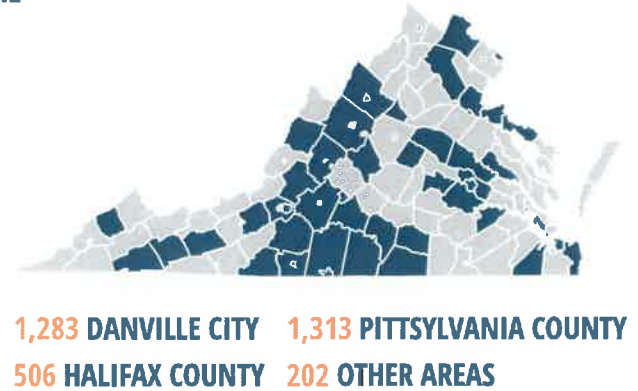


## Student Body



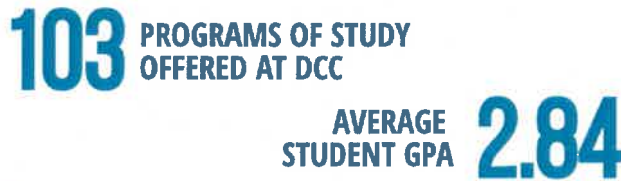
Source: 2020-21 VCCS UDT Booklet

## WHERE OUR KNIGHTS COME FROM



Sources: 2020-21 VCCS UDT Booklet, Oracle PeopleSoft, HRMS

## Academics



### TOP 5 ASSOCIATE DEGREE PROGRAMS

1. SCIENCE (AA&S)
2. LIBERAL ARTS-SOCIAL SCIENCE SPEC. (AA&S)
3. NURSING (AAS)
4. EARLY CHILDHOOD EDUCATION (AAS)
5. BUSINESS MANAGEMENT-MANAGEMENT SPEC. (AAS)



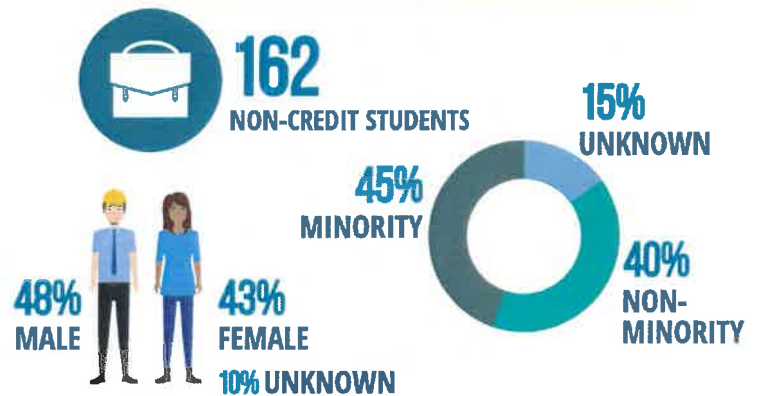
### TOP 5 CERTIFICATE & DIPLOMA PROGRAMS

1. PRECISION MACHINING TECHNOLOGY (D)
2. COSMETOLOGY (CSC)
3. ELECTRICAL/ELECTRONICS ENGINEERING TECH. (D)
4. GENERAL EDUCATION (C)
5. MACHINING SKILLS (CSC)

(AA&S) Associate of Arts & Sciences | (AAS) Associate of Applied Science | (C) Certificate | (CSC) Career Studies Certificate | (D) Diploma

Sources: 2020-21 VCCS UDT Booklet, Oracle PeopleSoft

## Workforce



## Scholarships & Tuition



Tuition rates are per credit hour and are current as of Fall 2020. These amounts are base rates and do not include other mandatory fees.

Sources: Oracle PeopleSoft, DCC Educational Foundation, DCC Business Office



## Graduates



**602**  
CREDIT GRADUATES



**23**  
AVERAGE  
GRADUATE AGE



**40%**  
OF STUDENTS  
GRADUATED WITH  
HONORS

**52%**  
FEMALE



**48%**  
MALE

**65%**  
NON-  
MINORITY



**35%**  
MINORITY



**3.31**  
AVERAGE  
GRADUATE GPA



### TOP 5 ASSOCIATE DEGREE PROGRAMS

1. LIBERAL ARTS-SOCIAL SCIENCE SPEC. (AA&S)
2. SCIENCE (AA&S)
3. EARLY CHILDHOOD EDUCATION (AAS)
4. LIBERAL ARTS-HUMANITIES SPEC. (AA&S)
5. LIBERAL ARTS (AA&S), NURSING (AAS)



### TOP 5 CERTIFICATE & DIPLOMA PROGRAMS

1. GENERAL EDUCATION (C)
2. MACHINING SKILLS (CSC)
3. PRECISION MACHINING TECHNOLOGY (D)
4. EARLY CHILDHOOD DEVELOPMENT (CSC)
5. ELECTRICAL CONCEPTS (CSC)

(AA&S) Associate of Arts & Sciences | (AAS) Associate of Applied Science | (C) Certificate | (CSC) Career Studies Certificate | (D) Diploma  
Source: 2020-21 VCCS Graduate Booklet

## Graduate Awards



**976**  
AWARDS CONFERRED



**39%**  
OF GRADUATES  
EARNED MORE THAN  
ONE AWARD



CAREER STUDIES  
CERTIFICATES



ASSOCIATE DEGREES  
95 Transfer Degrees  
112 Technical Degrees



DIPLOMAS



CERTIFICATES

Source: 2020-21 VCCS Graduate Booklet, Division of Workforce Services

FOR MORE INFORMATION VISIT  
**danville.edu**

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